

Group Presentations Online

Chapman Learning Commons



Questions to Consider

1. What are the best ways to communicate effectively with my team online?
2. How can I create content tailored to my audience?
3. What are key factors to practice to ensure an engaging and informative presentation?

Summary: How do students address these challenges? (Advice from CLC Assistants)

- 1. Create clear team plans and keep all team members on the same page.**
 - a. Work out team goals and guidelines during your planning stage. Clearly assign tasks, roles and due dates. A [Gantt Chart](#) may prove to be helpful.
 - b. Select a team leader to host team meetings, organize team files and represent your team to your instructor. Consider [when2meet](#) to schedule meetings.
 - c. Communicate actively, don't hide behind the screen. Utilize whiteboard & annotation features during team meetings.
- 2. Keep audience's attention and keep the flow going.**
 - a. 3-4 points per slide; do recaps and use a [progress bar](#).
 - b. Work out the beginning and conclusion with your team.
 - c. Ensure individuals' parts flow together by sharing your sections with each other.
- 3. Do a Test Run to troubleshoot and get feedback.**
 - a. Test your microphone volume and align everyone at the same level. Check your sound connection, input devices, and settings.
 - b. Review your slides to ensure your media is working correctly. Make sure to check "audio sharing" before playing a video.
 - c. Avoid noisy camera backgrounds, ensure proper lighting, and avoid wearing bold or distracting patterns.
- 4. Be a TV personality!**
 - a. If permitted, we recommend your team to present with webcam on.
 - b. Look at the camera, not the slides, and show your hands.
 - c. If possible, be standing while presenting.
 - d. Start with momentum to build up team confidence and your audience's expectations.
 - e. Utilize virtual reactions (thumbs-up, polling) to engage with your audience.

Key Resources

[Chapman Learning Commons page](#)

[CLC Presentation Toolkit](#)

[Collaborate Ultra Troubleshooting](#)

